



# SUMMER STUDENT EMPLOYMENT OPPORTUNITY

## Office Clerk Summer Student – Political Office

**Department: Political Office (Chief & Council)**

**Supervisor: Manager, Political Office**

**Tenure: Start Date July 06, 2026 (7 weeks)**

**\$18.15 per hour**

**Deadline to Apply: Friday, June 5 at 4:00 p.m.**

The Political Office Clerk provides administrative support within a multi-departmental organization by assisting with the coordination and delivery of programs, services, and daily office operations. Responsibilities include preparing correspondence, reports, presentations, and other documentation; coordinating meetings, training, and related logistics; maintaining administrative systems and records; performing general office duties; and providing cross-departmental support, including assistance with file management and archives.

### **DUTIES & RESPONSIBILITIES:**

#### **1. Service Delivery**

- Provide administrative support for daily office operations, programs, and services.
- Prepare correspondence, reports, presentations, forms, and other documents.
- Coordinate meetings, conferences, training sessions, and related logistics.
- Maintain administrative systems, records, filing systems, and mail logs.
- Perform general office duties including scanning, photocopying, mailing, faxing, and courier coordination.
- Provide cross-departmental support and assist with file archive maintenance.

#### **2. Collaboration**

- Work collaboratively with departments, staff, and external contacts to support organizational operations and service delivery.
- Assist team members with administrative tasks, research, and presentations as required.
- Maintain professional and respectful communication with internal and external stakeholders.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Capable of working independently with minimal supervision.
- Demonstrates a strong ability to handle sensitive information with a high level of confidentiality.
- Self-motivated, dependable, and shows strong initiative.
- Able to interact professionally and respectfully with the public, clients, and team members.

### **WORKING CONDITIONS:**

- Work involves use of office, exercise, medical and limited motorized equipment; hand and gardening tools; long period of sitting or standing and a demand for physical activity.
- Work requires public contact, flexibility and multi-tasking. Local travel required.

## How to Apply:

- **INCLUDE YOUR TOP 3 STUDENT JOB PREFERENCES**
- Cover Letter / Current Resume

## Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

## Subject Line: Maintenance– Summer Student

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.